

Gemini: A Step-by-Step Beginner's Guide

1) Pick one tiny goal (2 minutes)

Choose a single, useful task to finish right now.

Examples: "Draft a 3-sentence event blurb," "Summarize this PDF," "Brainstorm 10 titles."

2) Open Gemini wherever it's handiest

- **Web:** Go to gemini.google.com and sign in. You'll see a simple chat box. [Gemini](#)
- **Mobile app (Android & iOS):** Install the *Google Gemini* app to chat by text or voice (Gemini Live). Availability varies by region/language. [Google Play](#) [Apple](#)
- **Chrome:** Use *Gemini in Chrome* (floating window) for page-aware help. After opting in, open it from the toolbar or with shortcuts (Mac: **Ctrl+G**, Windows: **Alt+G**). You can also go **Live** for voice and even interrupt mid-response. Note: currently rolling out with eligibility limits. [Google Help](#)
- **Google Workspace (Gmail, Docs, Slides, Sheets, Meet, Vids, etc.):** If your plan includes it, Gemini features are built in. [Google Help](#)
- **Gemini Live on mobile:** Camera and screen-sharing in Live mode are available broadly on Android and iOS. blog.google

3) Use the simple prompt formula

Goal + Audience + Context + Constraints + Format

Template (copy/paste):

- "Act as a helpful assistant".
 - **Goal:** [what you want].
 - **Audience:** [who].

- **Context:** [1–3 facts or pasted text].
- **Constraints:** [length, tone, do/don't].
- **Format:** [bullets/table/email/etc.]. “If anything’s unclear, ask me 2 quick questions first.”

4) Iterate (this is where the magic happens)

Reply with short, specific edits:

- “Shorten by 30% and add a clear CTA.”
- “Keep structure; switch to a friendly, plain-English tone.”
- “Give me an A/B version with punchier headers.”

5) Double-check important claims

Use Gemini’s **Google button** to *double-check* statements with Search. It highlights where the web agrees/disagrees and shows related sources. [Google Help Safety Center](#)

6) Add files, images, and other inputs

Click **Add files** to upload supported files, then ask questions (“Summarize,” “Extract dates,” “Make a study guide”). File support and limits vary by surface and plan. [Google Help Workspace Updates Blog](#)

7) Generate & edit images (optional)

Ask Gemini to **create** or **edit** images (e.g., “a watercolor cat in a top hat on a stack of books”). Images include SynthID watermarks. You can use these tools on web and mobile. [Google Help Gemini](#)

8) Try Deep Research for big tasks

For multi-step, source-linked reports (e.g., “Compare 3 hypertension guidelines and summarize key differences”), start a **Deep Research** run from the web/app. You can attach files and export the report. [Google Help Gemini](#)

9) Work faster in Chrome & Workspace

- **Chrome:** Summarize the current page, get key takeaways, or talk through ideas with **Gemini in Chrome.** [Google Help](#)
- **Workspace:** Draft emails, outline Docs, or summarize survey responses (plan-dependent). Export Gemini outputs directly to **Docs** or **Gmail** from the Share & export menu. [Google Help+1](#)

10) Get exactly the format you need

Ask for the structure you want:

- “Output: subject + preheader + 3 bullets.”
- “Return a Markdown table I can paste in Notion.”
- “Give me copy-ready email with greeting, sign-off, and P.S.”

11) Make it yours (tone & style)

- Paste 2–3 sample sentences and say, “match this style.”
- Or be explicit: “More warmth, fewer adjectives; action verbs; ≤150 words.”

12) Save time with reusable “recipes”

- When a prompt works, save it in a doc or note it as a *Gem* (personalized instruction set) when available. Reuse and tweak.